

Council on Postsecondary Education
Request for Proposals
Board Development Consultation

Section I - General Description

This Request for Proposals solicits bids for consultation, assistance, and facilitation of sessions at the Council's annual Governor's Conference on Postsecondary Education Trusteeship. The Council and the Institute for Effective Governance annually hold a conference for regents and trustees of the Kentucky public postsecondary education institutions. New regents and trustees are required, as a condition of their appointment, to attend an orientation session sponsored by the Council.

The 2003 conference will feature a number of special sessions with topics of interest for new and existing board members. The council seeks assistance in facilitating two of the concurrent sessions: **Standards for Board Behavior: The Do's and Don'ts of Trusteeship and So How Are We Doing? Effective Board Self-Evaluation Practices.**

The Council on Postsecondary Education is an agency of the Commonwealth of Kentucky established in KRS 164.001 with primary powers and duties established in KRS 164.020.

Section II - Scope of Work

1. Two individuals are sought with a knowledge of the postsecondary education governance to facilitate two concurrent sessions and to assist with other issues related to governance of postsecondary education institutions.

Section III - Proposals

Interested parties should submit:

1. A list of the personnel of the firm who will be directly involved in working with the CPE staff. This information should provide brief resumes.

?? Plan of services, including any handouts that will be provided.
2. Proposed price schedule commensurate with the detailed list of services.

Section IV - Criteria for Selection

1. Reputation, stability, expertness, and experience of designated personnel, including emphasis on project manager's background and experience. The qualification of the staff assigned to the audit will be a significant factor. **(20 points)**
2. Reputation of the firm and the technical experience of the firm. The firm must have a regional or national reputation to be successful. **(10 points)**
3. Plan of services to be provided, including a detailed project agenda and timelines. Please provide a clear and concise work plan identifying all major phases of the project and the targeted completion date(s). The appropriateness and adequacy of the detail comprising the scope of the audit and the adequacy of the detailed work plan will be significant factors. **(40 points)**
4. Cost. **(30 points)**

Section V - Submission and Acceptance of Proposals

1. Proposals should:
 - a) Be mailed to:

**Phyllis Bailey
Council on Postsecondary Education
1024 Capital Center Drive
Suite 320
Frankfort, Kentucky 40601**
 - b) Include one original.
 - c) Be received at the address above by 3 p.m., September 13, 2003.
 - d) Include a signed Campaign Finance Law Compliance form (attached).
2. Any contract resulting from this RFP shall be a Personal Service Contract pursuant to KRS 45A.695.
3. Any contract resulting from this RFP shall be governed by all provisions of KRS Chapter 45A and the Finance and Administration Cabinet's Manual of Policy and Procedures, both available on-line: **<http://www.state.ky.us/agencies/purch/vipweb2.htm>**
4. The Council on Postsecondary Education reserves the right to reject any and all proposals and bears no responsibility for any costs of preparing any proposal.
5. Questions pertaining to this RFP should be directed to:

**Phyllis Bailey
Council on Postsecondary Education
1024 Capital Center Drive
Suite 320
Frankfort, Kentucky 40601
Phone: (502) 573-1555 Fax: (502) 573-1535**

6. The RFP and all attachments may be viewed at the council's web site www.cpe.state.ky.us, the Finance and Administration Cabinet's web site, and the IEG web site, www.ieg.ky.gov.

Solicitation #: _____

Campaign Finance Law Compliance

In accordance with the provisions of KRS 45A.110 and KRS 45A.115, each bidder or offeror shall submit this affidavit with the bid or proposal.

I hereby swear or affirm under penalty of perjury that:

- (1) neither the bidder or offeror as defined in KRS 45A.070(6), nor the entity which he/she represents, has knowingly violated any provisions of the campaign finance laws of the Commonwealth of Kentucky, and
- (2) the award of a contract to the bidder or offeror or the entity, which he/she represents, will not violate any provisions of the campaign finance laws of the Commonwealth.

I have fully informed myself regarding the accuracy of the statement made above.

SIGNATURE

Printed Name

Title

Date

Company Name _____

Address _____

Subscribed and sworn to before me by _____, _____
(Affiant) (Title)

of _____ this ____ day of _____, 20____.
(Company Name)

Notary Public

[*seal of notary*]

My commission expires: _____

